

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Board of Supervisors  
**From:** Civil Service Commission  
**By:** Nancy Nittler, Personnel Director  
**Date:** April 04, 2006  
**Subject:** Reclassification recommendations from the Civil Service Commission affecting one position of Secretary Journey to Administrative Dispatcher and one position of Information Technology Technician I/II to Senior Information Technology Technician relating to the Facility Services Department.

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**ACTION REQUESTED**

Approve the attached ordinance regarding reclassification recommendations from the Civil Service Commission affecting one position of Secretary Journey to Administrative Dispatcher and one position of Information Technology Technician I/II to Senior Information Technology Technician relating to the Facility Services Department.

**FACILITY SERVICES DEPARTMENT**

The Civil Service Commission approved:

- 1) The reclassification of one Secretary Journey position, Grade 40 (\$2319 - \$2818 per month) to the classification of Administrative Dispatcher, Grade 61 (\$2754 - \$3347 per month); and
- 2) The non-competitive promotion of the incumbent pursuant to Chapter 3 Section 3.08.480; and
- 3) The reclassification of one Information Technology Technician I/II position, Grades 88/100 (\$1581 - \$1922 / \$1744-\$2119 per month) to the classification of Senior Information Technology Technician Grade 112 (\$1922 - \$2337 per month); and
- 4) The non-competitive promotion of the incumbent, pursuant to Chapter 3, Section 3.08.480.

**Basis for Recommendation**

At the request of the Facility Services Department, staff from the Personnel Department recently conducted a review of the Secretary Journey position assigned to support the Building Maintenance function to determine the current duties and responsibilities performed by the position.

A review of the Position Inventory Questionnaire submitted by the incumbent and information obtained during an analysis of the job duties, in addition to meetings with the supervisory and management staff confirms that the tasks and duties performed are those ascribed to the Administrative Dispatcher classification.

Also, at the request of the Facility Services Department, the Personnel Department in conjunction with the Information Technology Classification Review Panel conducted a classification review of two positions that support the Special Districts Division. These positions are assigned to analyze, maintain and support the sewer computer maintenance management system (CMMS) and generate a variety of maps and reports and participate in other projects as requested.

Each of the positions were reviewed by the Information Technology Classification Review panel during their meeting of December 16, 2005. Recommendations are submitted as follows:

***INFORMATION TECHNOLOGY TECHNICIAN I/II:***

The panel reviewed the documentation related to the Information Technology Technician I/II position to assess the current duties and responsibilities performed by the position including the materials submitted by the Facility Services Department as well as the Position Inventory Questionnaire completed by the incumbent.

During the panel's meeting, an opportunity was provided for the panel to meet with the incumbent and the immediate supervisor. After consideration of the materials provided, including the PIQ, organizational charts, classification specifications and class plan, the panel recommended that the position be reclassified to the classification of Senior Information Technology Technician.

This recommendation is largely based on the higher complexity of work performed in the integration of various software applications that are indicative of an advanced journey level classification.

The Personnel Department supports the request and panel's recommendation. Both the County Executive's Office and PPEO have reviewed this information and concur with the Personnel Department's recommendation. The incumbent meets the minimum qualifications and has satisfactorily performed these duties for a continuous period of not less than one year.

***TECHNOLOGY SOLUTIONS ANALYST II:***

During the December 16<sup>th</sup> meeting, a second request for reclassification was considered by the Panel. This position, a Technology Solutions Analyst II, was determined to be appropriately classified after a review of the Position Inventory Questionnaire, discussion with the incumbent and a meeting with the immediate supervisor. The incumbent and Department supervisory and management staff were advised of the IT Review Panel's recommendation.

**FISCAL IMPACT**

Facility Services Department will be required to absorb any cost impact within their current budget to implement these changes approved by the Civil Service Commission or otherwise recommended. More specifically, the incumbent for the reclassification of Secretary Journey to Administrative Dispatcher has been in a work-out-of-class capacity since August 5, 2005. Since the employee is already being paid at the higher

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rate, there will be no additional cost increase in the current year as a result of this reclassification. The out-of-class assignment is an increase of approximately 7.72% over the currently allocated classification of Secretary Journey. This is an increase of approximately \$3,000 in annual salary and benefit costs that are funded by a currently vacant Storekeeper position.

The reclassification one Information Technology Technician I/II position, to a Senior Information Technology Technician is the result of the recommendation of the I/T Review Panel. This will result in an increase in salary to the incumbent employee of approximately \$800 for the balance of the 2005/2006 fiscal year. This will be an increase of approximately \$3,200 on an annual basis. This increase in the current fiscal year will be funded by salary savings from a three-month vacancy of a Junior Engineer position. In future years, it will be part of the requested budget.

**RECOMMENDATION**

It is recommended that your Board approve the attached ordinance amending Placer County Code, Chapter 3, Section 3.12.010, Appendix 1.

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**Addendum A – Excerpts from the Civil Service Commission Meeting**

**Facility Services Department**

***Reclassification – Secretary Journey to Administrative Dispatcher***

These duties include, but are not limited to the performance of general dispatching duties, clerical and routine secretarial duties related to the support of the Building Maintenance division such as:

- ✓ Receiving routine and emergency radio communications from Facility crews;
- ✓ Dispatching appropriate personnel and equipment to reported situations or conditions;
- ✓ Perform clerical and secretarial duties related to the Building Maintenance Division;
- ✓ Schedule and monitor attendance of personnel for required training classes
- ✓ Update department spreadsheet with status of requested work to be completed for other departments

Changes requested for the Administrative Dispatcher classification specification clarify the varied departments utilizing the Administrative Dispatcher classification.

Based on the information presented, the Personnel Department recommends the reclassification of one Secretary Journey position to the Administrative Dispatcher classification and approval of classification specification.

Attached for the Commission's information and consideration is a copy of the completed Position Inventory Questionnaire. It has been determined that the incumbent meets the minimum qualifications and has satisfactorily performed these duties for a continuous period of not less than one year prior to this date.

# Before the Board Of Supervisors County of Placer, State of California

In the matter of: An ordinance amending Placer County  
Code, Chapter 3, Section 3.12.010, Appendix 1, relating  
to the department of Facility Services.

Ordinance No.: \_\_\_\_\_

First Reading: \_\_\_\_\_

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at  
a regular meeting held \_\_\_\_\_, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chairman, Board of Supervisors

Attest:  
Clerk of said Board

\_\_\_\_\_  
**THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA,  
DOES HEREBY ORDAIN AS FOLLOWS:**

That Placer County Code, Chapter 3, Section 3.12.010, Appendix 1 is hereby amended as  
indicated on the attached: (Additions to ordinance shown in bold/underline, deletions shown with  
strike-through.)

Effective the first day of the pay period thirty days following the second reading.

**CHAPTER 3, SECTION 3.12.010, Appendix 1**

**Facility Services**

(b)	Building Maintenance	
	<b><u>Administrative Dispatcher</u></b>	<b><u>1</u></b>
	Secretary — Entry/Journey	4

(h)	Special District Services	
	Information Technology Technician I/II	4
	<b><u>Information Technology Technician – Senior</u></b>	<b><u>1</u></b>